



ENVIRONMENTAL & SUSTAINABILITY DIVISION ENVIRONMENTAL RECORDS INFORMATION REQUEST FORM

The City of Mesa Environmental & Sustainability Division (ESD), a division of the Development & Sustainability Department (Department), provides the services for records search and duplication of records associated with private or city properties as it pertains to any environmental related complaints, inspections, responses, and violations (including illegal dumping), and any environmental studies conducted by the City.

Submitting Form: Submit the attached form to ESD by faxing the form to 480-644-4774, emailing the form to environ.info@mesaaz.gov or through postal mail to:

City of Mesa
Environmental & Sustainability Division
Environmental Records Request
P.O. Box 1466
Mesa, Arizona 85211-1466

Review Period: Please allow 10 to 15 business days for us to conduct the records review and retrieve and copy the documents.

Fees: There is a non-refundable research fee of and a duplication fee (per copy page) for standard print sizes (letter, legal, and 11"x17"). Most ESD records do not contain oversized pages, but where these are part of a record, the fees applied for reproducing these pages would be consistent with the costs set by the Development & Sustainability Department Records Coordinator. All fees must be paid before the record search results and any accompanying documents can be released.

Development Services Schedule of Fees and Charges (Records Requiring Staff Research):

Fees may be paid by check through postal mail or when the records are picked up at the Development Services permit counter at the following addresses:

Pick Up:
Development Services Permit Counter
55 N. Center Street
Mesa, Arizona 85201

Mail to:
City of Mesa
Development Services Division
Records Request Research Results
P.O. Box 1466
Mesa, Arizona 85211-1466

Preferred Method: On the attached form, please specify the preferred method of for delivery of the results of your request. In some cases, these records may only be able to be picked up at the Development Services permit counter at 55 N. Center Street, Mesa AZ 85201.

Disclaimer: Information provided by ESD is in no way a complete record of potential environmental impacts to the referenced property and information may need to be requested from other City departments or divisions and/or other regulatory agencies. ESD makes no claims or representations of the completeness of the records search or accuracy of the information obtained, and assumes no liability resulting from its use.



**ENVIRONMENTAL & SUSTAINABILITY DIVISION
ENVIRONMENTAL RECORDS INFORMATION REQUEST FORM**

Requesting Party Information:

Requesting Contact: _____
Company: _____
Address: _____
Email: _____
Phone Number: _____ Fax Number: _____ Date Requested: _____
Preferred Method: ☐ Email ☐ Pick-up ☐ Fax ☐ Postal Delivery

Record Request Use:

☐ Non-Commercial Use I hereby certify under penalty of perjury that the requested records will not be used for commercial purpose as defined in ARS 39-121.03 Date: _____
☐ Commercial Use State Purpose(s): _____

Requested Property Information:

Street Address & ZIP: _____
Parcel Number(s): _____
Facility Name: _____
Past Facility Name(s): _____

Types of Records Requested:

- ☐ Environmental related complaints, inspections, responses, and violations
☐ Environmental Site Assessments performed by the City
☐ Asbestos and Lead-Based Paint surveys performed by the City

*****City of Mesa Personnel Only*****

Review Performed By: _____ Phone: _____ Date of Results: _____

Per your request, and in keeping in compliance with the Freedom of Information Act, the City of Mesa Environmental & Sustainability Division (ESD) is forwarding the results of the environmental records review for the property described above.

As part of this review, the following databases were searched for the information supplied by the requesting contact:

- ESD Contact (Complaint) Database
- ESD Filing System Database
- Development & Sustainability Department Enterprise Document Management System
- Development & Sustainability Department Tidemark Database

Records Review Result Summary: